

**MUST USE
INTERNET
EXPLORER IN
COMPATABILITY
VIEW**



Upon completing
Mecklenburg county bond
account and county ID these
are the steps to follow:

Internet Permitting and Inspection System Charlotte and Mecklenburg County

GUESTS	CONTRACTORS	HOMEOWNERS	NEWS TO KNOW
<p>> Select an option from the View Permits menu to:</p> <ul style="list-style-type: none"> View permits and inspections by address or permit number; <p>Select an option from the Links menu to:</p> <ul style="list-style-type: none"> Check status of a plan review See who your inspector is. <hr/> <p>AUTOMATED INSPECTION REQUESTS: Contractor Accounts Only 980-314-CODE(2633)</p>	<p>> Click Sign In to submit permits, schedule inspections, view your permits, inspections, and account.</p> <p>> Note: If you are new to the system, create a new Login.</p> <p>> View your Defect Rate Charges by entering your Permit Number and clicking on the Certificate of Occupancy link. The Defect Rate Report is page 2 of the CO.</p>	<p>> Click Sign In to submit permits, schedule inspections, view your permits, and inspections.</p> <p>> Note: If you are new to the system, create a new Login.</p> <p>> Click Homeowner's Tool Box to view information, instructions, guides, brochures, forms and publications.</p>	<p>Code Enforcement has moved its office to</p> <p>2145 Suttle Avenue, Charlotte 28208</p> <hr/> <p>For more news, visit meckpermit.com.</p> <hr/>
<p>QUICK FIND</p> <p>Code Enforcement Phone Numbers Electronic Plan Management (EPM) Print a Certificate of Occupancy City of Charlotte Engineering Dept. Permit Search Visit our website www.meckpermit.com</p>			

Supported Internet Browsers include Internet Explorer 5.x (or higher) or Netscape 6.x (or higher). Subscribers to Internet Service Providers (ISP) which have their own browser software (such as AOL) should not use the ISP browser. Once your Internet connection has been established, open up one of the supported browsers to access the system.

Find permit fee estimator

[Permit Application](#) | [View Permits](#) | [Links](#) | [Account Info](#) | [Sign In](#) | [Sign Out](#) | [Change Password](#)

Welcome

See the permits you have previously applied for

Follow link to add workers comp information

CONTRACTOR INFORMATION

Follow these easy steps:

- > **To SUBMIT a PERMIT:** Select permit type from the Application menu above, lookup an address, complete the application and submit.
- > **To SCHEDULE an INSPECTION:** Click Schedule Inspection on the View Permits menu above, enter the appropriate permit, and complete.
- > **My Permits**(from the View Permits menu): A listing of your active permits.
- > **My Inspections**(from the View Permits menu): A listing of your inspections and results.
- > **View any Permit:** Either By Address, By Project, or By Permit #. Select from the View Permits menu. Inspection information included.

[Search an address](#) and see who the assigned inspectors are for your job.

QUICK FIND

[Code Enforcement Forms](#)
[Inspector Phone Numbers](#)
[Print a Certificate of Occupancy](#)

NEWS TO KNOW

Code Enforcement has moved its office to

[2145 Suttle Avenue, Charlotte 28208](#)

For more news, visit [meckpermit.com](#)

NEED HELP WITH OUR SYSTEM?
Call Customer Service 980-314-CODE(2633)

Use of this site requires that your Browser allow Pop-ups.

[Home](#) > Application

Application

Submit Permit

New Building Permit
New Electrical Permit
New Mechanical Permit
New Plumbing Permit
Building Revision To Approved Project
Electrical Revision To Approved Project
Mechanical Revision to Approved Project
Plumbing Revision to Approved Project
Residential Master Plan Application

Must be used for
approved master plans

Select this link to submit a
new master plan through
Winchester. This will open
the next web page.

Residential MP Application

Search

Cancel

To submit a new master plan with a permit application, use the New Building Permit path (25% plan review fee waived). For new master plans not submitted with a permit application, use the New Pre-paid fee Residential Master Plan path (25% plan review fee required).

[New Building Permit Path](#)

[New Pre-paid fee Residential Master Plan Path](#)

Search

Cancel

Screen ID: 672053

Select this link to submit a new master plan associated with a permit. This option will place the plan in the plan review queue on a first in first out sequence.

Select this link to submit a new master plan without a permit. This is the prepay for review process. We will collect a \$435.00 plan review fee that will be applied to the first permit application using this master plan.

NOTE: Permitted projects take priority over prepay review projects.

Additional Requirements for Master Plans:

Plans must be in PDF format and a maximum file size of 40MB

Master Plan submittals utilize your regular Contractor Dashboard where you submit permit applications

This program is for projects built exclusively in Mecklenburg County

We will be able to utilize "Approved as Noted"

Two plan submittal paths; master plans with permit applications, and master plans without permit application for Pre-Pay review.

Please visit our Residential Plan Review Services web page for a complete list of our plan review requirements.

<http://charmeck.org/mecklenburg/county/LUESA/CodeEnforcement/Inspections/trades/building/Pages/Residential%20Plan%20Review.aspx>

Residential Master Plan Application

Submit

Cancel

Project Details

Master Plan Name:

Heated Square Feet:

Unheated Square Feet:

Contact Details

Contact Name:

Contact Phone:

Contact Email Address:

Submit

Cancel

Path: New Pre-Pay Residential
Masterplan Path

Screen ID: 672011

All information must be
entered
email address must be valid
and monitored all
correspondence will be via
email

beware of unnecessary
spaces and the email
address is monitored and
POSSE emails are not sent
to JUNK or SPAM

Job SUBMITTAL

[Submit](#) [Cancel](#)

ALL INFORMATION
REGARDING THE
SUBMISSION SAVE
FOR YOUR
RECORDS

Residential Master Plan Application SUBMITTED
Your residential master plan application has been successfully received.

Thank You!

Your Residential Master Plan details are...

Project Number:

Master Plan Name:

Master Plan Number:

Master Plan Status:

\$435.00

(Debited from contractor account.)

Path: New Pre-Pay Residential
Masterplan path

Supporting Document Uploads

Once you have submitted the document to upload, you must click "Submit" at the bottom of the page. A document type is required.

Upload	Internal ID	DocumentType	DateCreated	Comments	ViewDocument	FileName
Append						

Plan Document Uploads

Use the following link to upload Plan Documents ONLY.

[Upload Plan Documents](#)

Note:

1. Uploads are only available to users that are logged into the system.
2. A document type is required.
3. Once you have selected the document to upload, you must click "Submit" at the bottom of the page.
4. Select 'Release for Review' after submittal for RTAC review

[Submit](#) [Cancel](#)

Building Permit Application Address Lookup

[Search](#) [Cancel](#)

Street Number

Street Name

City

OR

Search By Parcel Number

Please note that all mandatory fields appear in red.

Search hints:

- 1. Enter only the first number or two of the Street Number.
- 2. Enter only the first few letters of the Street Name. **Do not include Rd., St., Drive, Lane, etc.**
- 3. Leave the City blank, or try a different City if no results are found for the selected City.

ONLY ENTER FIRST
FEW LETTERS OF
ADDRESS

Path: New Building permit
step 1

[Search](#) [Cancel](#)

Building Permit Application Address Lookup

	Street Number	Pre-Dir	Street Name	Unit/Suite Number	Rdwy Type	Post-Dir	City	Status	Parcel Number	All_Projects
Go	1014		SOUTH		ST		CORNELIUS	Active	00751456	
Go	1014		SOUTHWEST		DR		DAVIDSON	Active	00118819	

[Search Again](#) [Cancel](#)

[Search Again](#) [Cancel](#)

Find your address pick the proper unit numbers if applicable

If the unit number does not appear to be selected to contact Addressing @ 980-314-4608 to have the address added

Path: New Building permit step 2

Application for Building Permit

Application

Next

Cancel

Effective March 1, 2008 all new one and two family dwellings require plan review prior to permit issuance. Additional requirements and details can be viewed ----->

[HERE](#)

If your permit requires a plan review, you can still apply on-line. However, you must upload the required forms (i.e. Plot Plan and Erosion Control) and along with your plans for delivery to the Plan Review office.

Path: New Building permit
step 3

Property Use

Please choose the category that fits the type of work you will perform.

☒ Residential - One/Two Family

☐ Residential - Condominium

☐ Residential - Assisted Living

☐ Business

☐ Assembly

☐ High Hazard

☐ School/Educational

☐ Utility/Miscellaneous

☐ Residential - Townhouse

☐ Residential - Apartments

☐ Residential - Hotel/Motel

☐ Mercantile/Retail

☐ Factory/Industrial

☐ Hospital/Institutional

☐ Storage

☐ (None)

Address Information

Address

City

Zip Code

Location within Building or Lot:

Owner Information

Owner/Tenant

Address

City

State

Zip Code

Phone #

 -
 () -

Only option for
this module

Application for Building Permit

Type of Work

[Back](#) [Next](#) [Cancel](#)

Project Name

Type of Work ☐ Show Type of Work Definitions

☒ New

- ☐ Addition (expand footprint)
- ☐ Addition (footprint not expanded)
- ☐ Upfit (interior completion)
- ☐ Upfit (interior renovation)
- ☐ Repair/Replace
- ☐ Demolish/Move Off
- ☐ (None)

Please select all that apply. (If the desired SF Dwelling option cannot be checked, verify that the proper selection was previously made for Property Use).

- ☒ SF Dwelling Detached
 - ☐ SF Dwelling Attached (Townhouse)
 - ☐ Two Family Dwelling (Duplex)
 - ☐ Deck (New deck on existing dwelling)
 - ☐ Retaining Wall
 - ☐ Detached Carport
 - ☐ Detached Garage (2 Stories)
 - ☐ Detached Garage (1 Story)
 - ☐ Pool
 - ☐ Accessory Building with any wall greater than 12 feet long AND is more than 1 story
 - ☐ Accessory Building with any wall greater than 12 feet long AND is 1 story
 - ☐ Accessory Building with no wall greater than 12 feet long AND is 1 story

- ☐ Accessory Dwelling Unit
 - ☐ Attached Carport
 - ☐ Attached Garage
 - ☐ Mobile Home Move-on

Square Footage is Required when Type of Work is 'New', 'Addition' or 'Upfit'.

Area		Qty	
<input type="checkbox"/> Expanded Footprint	Stories	<input type="text"/>	<input type="checkbox"/> Basement
New Heated	<input type="text"/> sq. ft.	Units	<input type="text"/> 1
New Unheated	<input type="text"/> sq. ft.		
Deck	<input type="text"/> sq. ft.		
Converted	<input type="text"/> Unheated to Heated Sq Ft.		
Renovate existing space:	<input type="text"/> sq. ft.		

One/Two Family or Townhouse Qty Work Includes...

Total Rooms	<input type="text"/>	
Bedrooms	<input type="text"/>	
Baths	<input type="text"/>	<input type="checkbox"/> Masonry Fireplace(s)
		<input type="checkbox"/> Sprinkler System

Path: New Building permit step 4

All require separate permit from house

Only option for this module

Application for Building Permit

Plan Options

Back

Next

Cancel

You must select one of the options below (other than None):

- ☐ For this project use this approved Master Plan Project number:
- ☐ For this project a new residential master plan is being applied for with this permit
- ☐ For this project the RTAC Plan Review path is requested and will allow plans to be uploaded
- ☐ None of the above (this selection will be treated as a paper plan submittal)
- ☒ (None)

NONE ARE ACCEPTABLE
FOR THE PROJECT TYPE
DISPLAYED

Path: New Building permit
step 5

Back

Next

Cancel

Application for Building Permit

[Plan Options](#)[Back](#)[Next](#)[Cancel](#)

You must select one of the options below (other than None):

- ☒ For this project use this approved Master Plan Project number:
- ☐ For this project a new residential master plan is being applied for with this permit
- ☐ For this project the RTAC Plan Review path is requested and will allow plans to be uploaded
- ☐ None of the above (this selection will be treated as a paper plan submittal)
- ☐ (None)

Mandatory - type in 6 digit approved project number

Path: New Building permit
step 6

THE 6 DIGIT NUMBER
WILL BE FROM THE
EPLAN SITE OR THE
RESIDENTIAL MASTER
PLAN THROUGH
MECKPERMIT

[Back](#)[Next](#)[Cancel](#)

Application for Building Permit

You must select one of the options below (other than None):

- ☐ For this project use this approved Master Plan Project number:
- ☒ For this project a new residential master plan is being applied for with this permit
- ☐ For this project the RTAC Plan Review path is requested and will allow plans to be uploaded
- ☐ None of the above (this selection will be treated as a paper plan submittal)
- ☐ (None)

Mandatory - type in master plan name

Path: New Building permit
step 6

Services must be indicated or this permit will not be processed.

Electrical

Power Company

Service ☐ New
☒ Existing

Total Service Amps Amps

Qty

of New Circuits

Connections at 120 Volts

Connections over 120 Volts

Mechanical

Gas Company

Qty

Gas Connections

Appliances

Type Of Work ☐ A - Central Air Only
☐ C - Heating with A/C
☐ H - Heating Only
☒ (None)

Select all that are apply.

- | | |
|---|--|
| <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Gas/Oil |
| <input type="checkbox"/> Central Air Conditioning | <input type="checkbox"/> Gas Pack |
| <input type="checkbox"/> Electric Baseboard | <input type="checkbox"/> Prefabricated Fireplace |
| <input type="checkbox"/> Electric Furnace | <input type="checkbox"/> Chimney |
| <input type="checkbox"/> Electric Ceiling | <input type="checkbox"/> Stove |
| <input type="checkbox"/> Gas or Oil Furnace | <input type="checkbox"/> Refrigeration Only |
| <input type="checkbox"/> Exhaust/Ventilation | <input type="checkbox"/> Gas Piping |

Plumbing

Qty

Fixtures (Sink, Water Closet)

Appliances (Dishwasher, Water Heater)

Utilities

Service ☐ New
☒ Existing

Public (City)

Individual Meter / Connection	<input type="checkbox"/> Water	<input type="checkbox"/> Sewer
Master Meter / Connection	<input type="checkbox"/> Water	<input type="checkbox"/> Sewer

Private

Individual	<input type="checkbox"/> Well	<input type="checkbox"/> Septic
Community	<input type="checkbox"/> Well	<input type="checkbox"/> Septic

Will Addition/Upfit create/expand a bedroom?

Path: New Building permit
step 7

**Must fill out all information on
this page to the best of your
ability if not it will delay the
permit issuance and create
issues if you need utility
services activated**

Application for Building Permit

Sub-Trades

BackNextCancel

Sub-Trades

Individual trade inspectors require a description of work which is to be inspected. Suggested details include installed items and specific location within the building.

Trade	Scope of Work	Contract Cost	Contractor ID	Contractor Name	Detailed Scope of Work for Inspector
Electrical	Primary Contractor			Go	<div>Delete</div>
Mechanical	Primary Contractor			Go	<div>Delete</div>
Plumbing	Primary Contractor			Go	<div>Delete</div>

Append

BackNextCancel

Path: New Building permit
step 8



Insert bond account
number
contractor should
supply number

Application for Building Permit

Applicant

Back

Submit

Cancel

Expanded Scope of Work

NOTE: Click Submit ONLY ONCE

Path: New Building permit
step 9a

Scope of work is required for your project. Please list enough detailed overall job information to explain the scope of work to someone not viewing a set of construction drawings. Failure to supply adequate information on scope of work will result in a disapproved application. See for information when plans are required for a project.

Be as specific as possible

Please click "Append" to upload any Permit supplemental documentation. Do NOT upload Plan Documents required for CTAC/RTAC Plan Review. A link will be provided for CTAC/RTAC Plan Submittal at the successful completion of the permit application.

Permit Documents Only

Use this area to upload supporting documentation required for inspections only. Do not upload plan documents in this area.

Note:

- Uploads are only available to users that are logged into the system.
- A document type is required.
- Once you have selected the document to upload, you must click "Submit" at the bottom of the page.

Append

Upload	DocumentType	DateCreated	Comments	View	FileName	Delete
--------	--------------	-------------	----------	------	----------	--------

Refrain from entering documents at this point once the permit application is submitted the upload portal will be available

THIS SECTION IS NOT FOR PLANS

Applicant

The applicant below certifies that he/she is either the owner or the authorized agent of the owner and hereby makes application for permit and inspection of work described and agrees to comply with all applicable laws regulating the work.

Name

Phone #

() -

Fax #

() -

Email Address

supply a well monitored email address

Contractor ID
Contractor

Project Designer
Address
City
State
Zip Code -

Phone () -
License #
Email:

****You must enter an architect email if you enter an architect.**

For building contract cost enter value to nearest \$100.

Building Cost:

Subtrade Total:

Modular Cost

Lien Agent

Beginning on April 1, 2013, all permits issued for total construction costs of \$30,000 or more must include Lien Agent information. Below, you may select Lien Agent that already exists in our records. If you don't see the correct Lien Agent, you must call staff and have it added.

Recent changes to the North Carolina General Statute now require title insurance companies that wish to serve as lien agents to register with the Department of Insurance. Click below to find registered agents and then select "List of Registered Lien Agents".

[NC DOI Web Site](#)

Enter selected agent:

Type in the first few letters of the lien agent to search.

Business Name

Business Type

Final Notes

For Paper Submittals: Residential permit will not be processed until an Internet Plot Plan is received. After submitting this permit application, please upload the Plot Plan and other appropriate forms. Or print the forms from the next screen and deliver to the office.

Commercial Permit numbers are assigned AFTER a permit application has been processed by Permit Facilitation Staff.

Submission of a permit application via the Internet does not guarantee issuance of a permit.

NOTE: Click Submit ONLY ONCE

Path: New Building permit
step 9b

JUST GENERAL
CONTRACTORS
CONTRACT COST

ONLY SUB
CONTRACTORS
CONTRACTS

Use This to select from
a list of state approved
lien agents

Thank you!

Your Permit details are...

If permit status is "pending" then the permit is still being processed; wait a moment and then refresh page

Permit #:

Permit Status: Deferred

Deferral Reason: Need Zoning Form and /or Plot Plan

Project Number:

Residential Master Plan Project Number:

Project Name:

Zoning Jurisdiction: Charlotte

SHOWS ALL THE
INFORMATION FOR
THE PROJECT

Residential Permits

Open all the required forms for your project, complete all of the information not automatically populated by the system; such as your signature, drawing, dimensions, etc., and save the completed forms onto your computer. Attach each of the forms to the permit application by clicking on the ?Append? button under the Document Uploads area of the application. Follow the appropriate additional steps below:

- 1) If your project involves interior renovations the additional forms are not required. Erosion control forms are only required for new residences.
- 2) If your project is within Charlotte Zoning Jurisdiction, attach the completed additional 3 Zoning Supplemental Application forms to the permit application.
- 3) If your project is associated with an approved residential master plan and received a PIN number, include the master plan approval number on the plot plan in the text box provided.
- 4) If your project is associated with a new master plan submittal, include the E-plan number on the plot plan in the text box provided.
- 5) If you will be submitting paper plans for review, complete the electronic permit application process including the appropriate additional forms and print out a copy of the completed plot plan and include it along with your paper plans.
- 6) If your project is for a residential pool, please call EHS Residential Pools at 704-336-5100 for pool review.

ONLY
PROJECTS IN
CHARLOTTE
CITY LIMITS
OR ETJ

Residential Forms

ZONING DOCUMENT REQUIREMENTS

[Zoning Supplement Form](#)

[Zoning Height Elevations Form](#)

[Zoning Plot Plan Form](#)

CODE ENFORCEMENT DOCUMENT REQUIREMENTS

[Residential Plot Plan Form](#)

[Erosion Control Form](#)

[Master Plan Summary Form \(If applicable\)](#)

[Townhouse Data Sheet](#)

ALL PROJECTS
WILL REQUIRE

FORMS FOUND
ABOVE GO IN AS
SUPPORTING
DOCUMENTS ONCE
ALL DOCUMENTS
ARE LOADED HIT
SUBMIT ON THIS
PAGE

Once you have selected the document to upload, you must click "Submit" at the bottom of the page. A document type is required.

Supporting Document Uploads

Upload	DocumentType	DateCreated	Comments	View	FileName	Delete
--------	--------------	-------------	----------	------	----------	--------

Append

Use the following link to upload residential master plan Plan Documents ONLY.

[Upload Plan Documents](#)

Note:

1. Uploads are only available to users that are logged into the system.
2. A document type is required.
3. Once you have selected the document to upload, you must click "Submit" at the bottom of the page.
4. Select "Release for Review" after submittal for RTAC review

AFTER ALL
DOCUMENTS
LOADED SELECT
UPLOAD PROJECT
PLANS

Submit

Cancel

[Home](#) > View Permits

View Permits

View Permits

[My Permits](#)[My Closed Permits](#)[My Expired / Resigned Permits](#)[My Inspections](#)[My Inspections on Date](#)[Schedule Inspection](#)[Apply Temp Utility](#)[My Master Plans](#)[Submit New Master Plan](#)[By Address](#)[By Project Name](#)[By Project Number](#)[By Permit #](#)[Existing Appeals/Inquiries](#)[New Appeal/Inquiry](#)[My Residential Master Plans](#)

Use this to check
Active permits

Check plan review
status of any project

All master plans
through MeckPermit

**NOTE: My Residential
master plans does not
copy information that
may be in E-Plans:
<http://e-plan-nc.org/>**

My Residential Master Plans

Displaying Records 1 to 4 of 4

[Search Again](#) [Cancel](#)

Project Number		Project Name	Status
Go			Open with Prepaid Fee
Go			Ready To Permit
Go			Closed
Go			Open with Prepaid Fee

6 DIGIT PROJECT
NUMBER

PROJECT NAME AS
DESIGNATED BY
THE APPLICANT

SHOWS THE
STATUS OF EACH
PLAN WITHIN THE
SYSTEM

[Search Again](#) [Cancel](#)

Project

[Submit](#)
[Cancel](#)

Address Information

Address	Parcel #	Lot
Tax Jurisdiction	Phase	Open with Prepaid Fee Block

[Create New Master Plan](#)

Project Information

Project #
Job #
Description

[Plan Review Status](#)

Select to view project status

Permit	Issued	Required
Building	0	0
Electrical	0	0
Mechanical	0	0
Plumbing	0	0
Zoning	0	0
Other	0	0
Total	0	0

TCO Issued Date Not Issued

TCO Status

Certificate of Occupancy Status Not Issued

Certificate of Occupancy Issued

Utility Type ☐ Gas ☐ Electrical

Utility Date

Holds

Hold Status	Release Date	Agency	Agency Phone	RQ #	CO Hold
-------------	--------------	--------	--------------	------	---------

There are no Occupancy Holds for this Project.

Permits

Permit #	Issue Date	Permit Status	Inspection Requests	Inspection Results
----------	------------	---------------	---------------------	--------------------

There are no Permits for this Project.

Land Development Jobs for County and Towns (not Charlotte)

LD #	Created Date	Status	# of Inspections	Inspection Results
------	--------------	--------	------------------	--------------------

There are no Land Development jobs for this Project.

Plan Review Details for Project

 [See All StatMap Notes](#)

Project No.	Project Category:	Residential Master Plan	Notes:
Project Name:	Project Status:	CLOSE	
Project Address:	Project Created:	2/20/2017	
N/A			
N/A			
Project Coordinator:	N/A	() -	

Active Holds



No Active Holds

ASSIGNED
REVIEWER
AND CONTACT
INFORMATION

Project Quickview

Unit/Checklist Name	Reviewer	Reviewer Phone	Result	Finished	Cycle
LUESA RTAC QuickRvw			Pending Resubmittal	3/2/2017	1
LUESA RTAC QuickRvw			Approved	3/17/2017	2

Project Details

Unit Name:	LUESA RTAC	Facilitator:	RTAC	Phone:	(980) 314-2633	
Status:	Closed	Result:	Approved	Current Cycle:	2	
Current Cycle Started:		Last Cycle Closed:		Unit Completed:	3/17/2017	
	Checklist	Cycle	Status	Result	Start Date	Reviewer
	QuickReview	1	Complete	Pending Resubmittal		
	QuickReview	2	Complete	Approved		

NOTES ADDED BY

NOTES ADDED BY
REVIEWER

 [See All StatMap Notes](#)